



# Newborough and Borough Fen Parish Council

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Chairman: Mark Ormston  
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**NOTICE OF MEETING:** Full Council Meeting  
**TIME:** 7pm  
**DATE:** Thursday 5<sup>th</sup> September 2024  
**VENUE:** Village Hall, Guntons Road, Newborough, PE6 7AJ



All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Members of the public and press are welcome to attend the meeting, and time will be made during the meeting for members of the public to address the Council.

Irene Healiss, Clerk to Newborough and Borough Fen Parish Council



Irene Healiss  
30<sup>th</sup> August 2024

**Please note:**

**All mobile phones to be set to silent/vibrate.**

**Anyone recording - please make it known to the Clerk before the meeting commences to allow for reasonable adjustments to be made (if so required).**

MEMBERS: 12      VACANCIES: 0      QUORUM: 4

**Public Participation**

This section (at the Chairman's discretion may last up to 15 minutes) is to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting.

## AGENDA

**1888/9-24      To receive and approve apologies for absence**

**1889/9-24      To receive Disclosable Interests Declarations**

Members of the Council are subject to the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012. All dispensation requests must be made to the Clerk prior to the meeting.

**1890/9-24      To approve minutes of the Meeting held on 25<sup>th</sup> July 2024**

**1891/9-24      Information and reports**

1. Receive reports from City Councillors.
2. To agree the updated publication scheme.
3. To receive an update from the Neighbourhood Plan meeting held on the 4<sup>th</sup> of September 2024.
4. To agree attendance for the free carbon literacy course provided by PCC.

30<sup>th</sup> August 2024



5. To agree attendance at the Cambridgeshire and Peterborough combined authority bus franchising consultation.
6. To discuss Newborough and Borough Fen Parish Council’s biodiversity duty.

**1892/9-24 Finance**

(s150, s111 LGA 1972)

1. To approve accounts for payment.
2. To approve the Clerk’s expenditure.
3. Monthly bank reconciliations (July and August).
4. To Agree the External Auditor’s Report 23-24.

August payments 2024

Payroll	BACS	Salary, NI and superannuation	£1,987.00
Clerk’s expenses	BACS	Home as office	£26.00
		Postage	£11.60
		Petrol on 31/7/24 @0.45p per mile (74 miles)	£33.30
		Office Chair (The Range)	£99.99
		Suffolk Desk (The Range)	£49.98
		Brother Printer (cartridge People)	£360.90
Vodafone Ltd	D/D	Mobile phone	£26.31
IONOS by 1&1	D/D	Website domain	£24.04
Nurture Landscapes	BACS	Parish maintenance	£598.74
Lucion	BACS	Ground Survey	£1166.40
PKF Littlejohn	BACS	External Audit	£378.00
Newborough Village Hall	BACS	NHS rent	£2,500.00
Newborough Village Hall	BACS	NP meeting on 31/7/24	£10.00
Lucion	BACS	Geotechnical lab test and report	£1,166.40
Village Tribune	BACS	Annual Fee	£400.00
Savills	BACS	Playing field rent	£275.00

September Payments 2024

Payroll	BACS	Salary, NI and superannuation	£1,987.00
Clerk’s expenses	BACS	Home as office	£26.00
		Giff Gaff (new phone account)	£6.00
Vodafone Ltd	D/D	Mobile phone (now moved to Giff Gaff)	£26.31
IONOS by 1&1	D/D	Website domain	£24.04
Nurture Landscapes	BACS	Parish maintenance	£598.74
Peterborough City Council	BACS	Election costs	£4890.66
Red Shoes	BACS	Payroll	£48.60
Red Shoes	BACS	Tax Investigation Service	£60.00



**1893/9-24 Village and Community.**

1. To agree the skate ramp tender document (alongside the ground survey report) and action.  
Tender date to be agreed.
2. To receive an update from Cllr Coleman regarding the family fun day event held in August.
3. To consider permitting dogs into Fernie Close Park – Cllr Ormston
4. To agree reparative work to the information board at Crown Garden following vandalism damage - total cost £304 (excl VAT) via Fitzpatrick Woolmer.
5. To consider the current PC contractor schedule following the on-site meeting with Cllr Ormston in July.

**1894/9-24 Allotments.**

Tenant request for consideration to farm land north of the allotments from 1st October 2024.

**1895/9-24 Burial Authority.**

To agree action further to a meeting with church wardens at Newborough burial ground.

**1896/9-24 Planning Applications.**

**Permitted/Refused/Withdrawn.**

- |                 |   |
|-----------------|---|
| 24/00833/HHFUL  | Proposed flat roof rear extension and internal alterations to existing bungalow to provide master bedroom en suite day room at 7 School Road, Newborough, PE6 7RG. Permitted on 20/8/24.  |
| 24/00001/SCREEN | For EIA screening opinion at Land East of Willow Dorve, Newborough, Peterborough. Comments on 9/8/24.   |
| 24/00623/PRIOR  | Proposed conversion and reasonable building operations of 3 agricultural buildings to 4 dwelling houses and demolition of 2 timber framed barns at Appletree Farm, Northborough Road, Milking Nook, Peterborough. Permitted – prior approval on 6/8/24. |
| 23/01635/FUL    | Change of use of existing paddock to open storage (use class B8) to accommodate an extension of the existing caravan storage site at Garth caravan storage, Bridgehill Road, Newborough. Permitted on 21/8/24   |
| 24/00220/FUL    | Proposed demolition of existing dwelling and the erection of 1no. detached cottage at Home Farm, Guntons Road, Newborough. Permitted on 19/8/24.  |

**Planning Correspondence.**

None received.

**1897/9-24 Matters as agenda items for future consideration (decisions cannot be made under this item.)**

**189897-24 Correspondence.**

Received from the Neighbourhood Plan steering group regarding a call for sites.

Close of meeting – date of next meeting.